

Boundary Adjustment without Certificate of Compliance		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$865
ENVIRONMENTAL	\$629	
PDS REVIEW TEAMS		\$535
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	\$865	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$2,029</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**Cannot Boundary Adjust more than 4 lots.**

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

**PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [349 Merger of Parcels](#)
- [399S Sewer Availability](#)
- [399W Water Availability](#)
- [715 Project Description](#)

**PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- [239 BA/CC Plat](#): **One (1) hard copy. See Important Note below.**  
**MUST be printed on Legal Size Paper which is 8.5" x 14", or it WILL NOT be accepted.**
- [346 Discretionary Permit Application](#): **One (1) hard copy.**

**PART C:**

All items below are informational only and not to be submitted.

- [209 Defense and Indemnification Agreement FAQs](#)
- [243 Rules and Regulations Governing Adjustment Plats & Certificates of Compliance](#)
- [906 Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)

**Submittal Appointments are no longer required.**  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
**Submittal package MUST BE complete.**

**NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Collect CEQA Exemption Review fee.
5. If the parcel is on septic sanitation system and/or well potable water system then Health Department (DEH) Certification is required.
6. Legal description for proposed parcel(s) (typed on plain white paper 8½" x 11", with one (1") inch margins, signed by a licensed land surveyor or civil engineer, entitled "Parcel A", Parcel "B", etc., with "Exhibit A" at top center of page.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.